

STATE CONTROLLER'S OFFICE  
PERSONNEL/PAYROLL SERVICES DIVISION  
P.O. Box 942850  
Sacramento, CA 94250-5878

DATE: October 1, 2001

PERSONNEL LETTER #01-013

TO: All Agencies/Campuses in the Uniform State Payroll System

FROM: RALPH ZENTNER, Acting Chief  
Personnel/Payroll Services Division  
State Controller's Office

RE: **SECURITY ACCESS AUTHORIZATION - PSD125A PROCESSING**

**PLEASE SHARE THIS INFORMATION WITH YOUR DESIGNATED SECURITY MONITORS WHO PREPARE AND SUBMIT THE PSD125A, SECURITY AUTHORIZATION FORM. THEIR KNOWLEDGE OF THIS INFORMATION IS CRITICAL.**

The intent of this letter is to remind departments/campuses of the requirements that need to be completed in order for staff to be granted access to the State Controller's Office systems.

The following supporting documents and conditions MUST be met prior to access authorization being granted:

- 1) All new individuals MUST complete a Statement of Understanding, PSD108. The PSD108, with original signature, must be submitted along with the PSD125A. Please ensure that it is the 12/96 revision.
- 2) Individuals MUST be both a bonafide state employee AND an employee of the requesting department or campus (as verified through the Employment History Database).
- 3) For those individuals not appointed to the Personnel Services Specialist or Payroll Technician classification, a letter of justification from the Personnel/Payroll Manager MUST be included for access consideration (please refer to pg. 13 in the Decentralization Security Program manual regarding justifications).
- 4) The PSD125A MUST be signed by the appropriate Authorizing Manager and Security Monitor as listed with SCO.

If any of the above supporting documents and conditions are omitted, the entire PSD125A package will be returned immediately. However, if the PSD125A has other individuals with supporting documents and conditions, they will be approved and processed and the new updated PSD125A will be sent with an explanation of those staff that were not approved.

Should you have questions or concerns, please contact Lisa Losh at (916) 324-5879.

RZ:LL:TSSS